

*Public Affairs*

**USAF FACT SHEETS AND OFFICIAL BIOGRAPHIES GUIDANCE  
AND PROCEDURES**

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This instruction implements AFD 35-3, *Internal Communication Programs*, and establishes requirements for fact sheets and official biographies to inform Air Force people and the general public about the Air Force and its leaders.

Privacy Act Warning: This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information is in 10 U.S. Code 8013. System of Records Notice F190 SAFPA B, Official Biographies, applies.

**SUMMARY OF REVISIONS**

This revision specifies that SAF/PAS will review all weapon systems fact sheets (paragraph 3.2.2); adds that fact sheet and biography text and digital images, as well as an index of files, are available for downloading through e-mail, file transfer protocol, the Worldwide Web and the Air Force Bulletin Board (paragraphs 4.2 and 10.3); adds organizational name changes as a reason for updating a biography (paragraph 7); specifies executive staffs submit bio information only if there is no PA office (paragraphs 6.4, 7.3 and 7.4); changes the requirement for brigadier general selectees to submit their biography and photo from 90 days of announcement to within 30 days after promotion (paragraph 8.1.1); deletes the requirement to submit quarterly listings to AF/CV; makes it a requirement rather than an option to list significant decorations (paragraph 9.2.5); and requires either a color digital image or photograph instead of a black and white photo (paragraphs 7.2 and 9.4). A ★ indicates revisions from the previous edition.

**Section A —USAF Fact Sheets**

**1. USAF Fact Sheets.** Fact sheets are brief summaries of factual information on commands, weapons systems or special interest topics. They are used as background material, informational handouts and to answer questions.

**2. Functional Area Responsibilities**

2.1. The Programs and Products Branch (AFNEWS/IICP), Air Force Internal Information, located at the Air Force News Agency, Kelly AFB, Texas, publishes all U.S. Air Force fact sheets and makes initial distribution to MAJCOMs, FOAs, base PA offices and selected agencies.

2.2. MAJCOMs and FOAs are responsible for monitoring the accuracy and releasability of the information, providing updated information to AFNEWS/IICP.

2.3. Base Public Affairs offices are responsible for maintaining fact sheets in appropriate files until updated or officially declared obsolete.

**3. Production Procedures**

3.1. The MAJCOM or FOA OPR provides AFNEWS/IICP a draft fact sheet with photographs or seal, or the AFNEWS/IICP fact sheet monitor contacts the MAJCOM or FOA OPR for input.

3.2. AFNEWS/IICP prepares the fact sheet.

3.2.1. The fact sheet monitor returns the fact sheet to the MAJCOM or FOA OPR for coordination only if there are major changes to the draft.

★3.2.2. The fact sheet monitor will submit the draft to SAF/PAS for security review for all weapon systems fact sheets.

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OPR: HQ AFNEWS/IICP (Ms. Mary Losleben)

Certified by: SAF/PA (Brig Gen Ronald T. Sconyers)  
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#### 4. Distribution of USAF Fact Sheets

4.1. AFNEWS/IICP publishes USAF fact sheets and makes the initial distribution to all Public Affairs offices, including SAF/PA, MAJCOMs and FOAs, and to selected other offices as required.

★4.2. Fact sheet text and digital images, as well as an index of files, are available through various electronic means, including e-mail, file transfer protocol, the Worldwide Web, Facts on Demand and the Air Force Bulletin Board.

4.3. Base PAs requiring a fact sheet after initial distribution should contact their MAJCOM Public Affairs office or download the fact sheet from one of the electronic means listed above.

4.4. Fact sheets may be locally reproduced.

#### Section B —Official Biographies

**5. Official Biographies.** The official biography is used to provide information about senior Air Force officials to Air Force people, the general public, U.S. government officials or the press. Locally produced biographies are not official biographies.

#### 6. Functional Area Responsibilities

6.1. AFNEWS/IICP is responsible for producing and distributing official biographies.

6.2. The individuals in positions listed in 7.3 and 7.4. are the only Air Force officials required to maintain an official biography. These individuals are personally responsible for approving their biographies and ensuring the data agrees with their official records.

6.3. AF/DPG (Air Force General Officer Group) will provide AFNEWS/IICP a copy of all general officer promotion and assignment announcements, including monthly promotion increment messages.

★6.4. Public Affairs offices of the individuals required to maintain biographies, or executive staffs in the absence of a PA office, are responsible for preparing new or updated biographical material and ensuring approval by those individuals. Submit the material according to 7.3 or 7.4.

**★7. Updating Existing Biographies.** Update the biography if there has been a change in grade, job, assignment, organizational name, or if the biography is more than two years old. Because of the expense of preparing and distributing biographies, these are the only occasions when changes will be made.

7.1. To update an existing biography, make legible pen and ink changes.

★7.2. Submit the information and a color digital image or 8 x 10 color photograph within 30 days of the appointment, assignment or promotion-effective date to the applicable office. If the individual chooses to use the image or photo that is on file at AFNEWS, then so indicate in accordance with 9.5.

★7.3. Public Affairs offices, or executive staffs in the absence of a PA office, will submit material for active-duty general officers, the Air Force secretary, under secretary and assistant secretaries, presidentially-appointed Senior Executive Service personnel based in Washington, D.C., and the chief master sergeant of the Air Force directly to AFNEWS/IICP, 203 Norton St., Kelly AFB, TX 78241-6105.

★7.4. Public Affairs offices of individuals in positions listed below, or executive staffs in the absence of a PA office, will submit material to the indicated office. That office will then forward it to AFNEWS/IICP.

7.4.1. Air attache officers will send to Air Force Attache Affairs Office, 1080 Air Force Pentagon, Washington, DC 20330-1080.

7.4.2. The director and deputy director of the Air National Guard will send to the General Officer Management Office, Attn: NGB/GO-AF, Room 2D366, 2500 Army Pentagon, Washington, DC 20310-2500.

7.4.3. Air Force Reserve general officers will send to HQ AFRES/PAI, 155 2nd St., Robins AFB, GA 31098-1635.

7.4.4. Mobilization assistants will send to HQ ARPC/PA, 6760 E. Irvington Pl., #5400, Denver, CO 80280-5400.

7.4.5. The chief, deputy to the chief and mobilization assistant to the chief of Air Force Reserve will send to HQ USAF/REL, 1150 Air Force Pentagon, Washington, DC 20330-1150.

#### 8. Submitting Biographies For Brigadier General Selectees Only

8.1. AF/DPG will provide AFNEWS/IICP with a promotion notification message listing brigadier general selectees.

★8.1.1. The AF/DPG promotion notification message will instruct selectees to submit draft biographies with picture in the new grade within 30 days of promotion to AFNEWS/IICP.

#### 9. Preparing Official Biographies

9.1. Advise each person of the Privacy Act Statement.

9.2. If this is a person's first biography:

9.2.1. Prepare submissions in a 10-point type, double-spaced draft, without acronyms or abbreviations and tightly edited for brevity since the finished product will not be more than one page (front and back).

9.2.2. Begin with two introductory paragraphs, which will provide a quick overview of the individual's career and significant achievements.

9.2.3. List assignments in chronological order. They must conform exactly with personnel records. Show the month and year assigned and departed. Then list positions held, unit designations and locations. If consecutive positions were held in the same unit, list them together.

9.2.4. Frequently mispronounced names should include a phonetic pronunciation.

★9.2.5. List major awards and decorations in order of importance.

9.2.6. List awards and accomplishments in chronological order. If an accomplishment needs to be explained, it probably should not be included. Civilians and Reservists may list civilian awards and accomplishments of state, regional or national interest.

9.3. Final entry must read, "(Current as of month, year)."

★9.4. Submit a head and shoulders pose that is either a digital image or an 8 x 10 color photograph without frisket (overlaid name and Social Security number). Back-ground and foreground objects should not be distracting. Flags may be included, but they should not overshadow the subject. The digital image file must not be manipulated or edited using photo design software. If a photo is sent, it must be of high quality and in sharp focus. Send the digital image on a 3 1/2 disk mailed in a suitable floppy disk mailer. Protect the photograph when mailed by placing it between two pieces of hard cardboard and by marking "PHOTOGRAPH" on the outside of the envelope.

9.4.1. Officers must wear correct rank and service dress uniform, without hat, showing authorized ribbons in proper order.

9.4.2. Civilian personnel will wear business attire.

9.5. Include cover letter with name of POC, telephone number, correct mailing address and any special instructions (e.g., use same photograph).

9.6. Normal production time for print copies of biographies is four to six weeks after receipt. Completed biographies will then be mailed to the POC referenced in paragraph 9.5. Biographies may be available electronically within two to three weeks of receipt.

9.7. AFNEWS/IICP edits biographies using the Associated Press Stylebook and Libel Manual.

#### **10. Maintaining and Requesting Biographies.**

MAJCOM, FOA and local Public Affairs offices are responsible for maintaining official biographies of assigned personnel. When key persons transfer, their biographies should be forwarded to the gaining organizations.

10.1. Although HQ AFNEWS does maintain a limited number of biographies, requests for additional copies should be made to the individual's organization.

10.2. Submit requests for retired general officer biographies to HQ AFMPC/DOO, 550 C St. W., Randolph AFB, TX 78150-4724. These biographies will reflect information only through the final assignment.

★10.3. Biography text and digital images, as well as an index of files, are available through various electronic means, including e-mail, file transfer protocol, the Worldwide Web, Facts on Demand and the Air Force Bulletin Board.

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